

EMERGENCY CONDITIONS LEAVE

PURPOSE

To establish the means for releasing employees from work and determining appropriate compensation when emergency conditions exist at a worksite that adversely affect the employees' ability to perform work and necessitate the cessation of state operations at that location.

SCOPE

This policy applies to merit and non-merit employees subject to the executive authority of the Governor, except employees of the State Police Department, employees engaged in emergency response duties or on previously-approved leaves, and employees appointed on a temporary or intermittent basis.

STATEMENT OF POLICY

It is the policy of the State of Indiana to provide services to the citizens at all appropriate business hours as advertised to the public; however, in circumstances where a worksite must be closed due to conditions at that location that adversely affect the health or safety of employees or clients/customers, or ability of employees to perform the required duties, and where there is no reasonable alternative site for the employees to perform the work, employees affected by that closure should not lose wages for the time the worksite is unusable.

REFERENCES

IC 4-15-1.8-7(a)(1)
IC 4-15-14

EFFECTIVE DATE July 1, 2005
Supersedes Emergency Conditions Leave Policy
dated December 1, 1999

APPROVAL



Debra F. Minott, State Personnel Director

Date June 6, 2005